

Board of Education Agenda Item

Item: _____ L. _____

Date: November 29, 2007

Topic: Report on Programming and Services Provided through the Instructional Telecommunications Services Contract

Presenter: Mr. Lan Neugent, Assistant Superintendent for Technology and Career Education, Ms. Linda Holt, Education Specialist and representatives from Virginia's public television stations

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Origin:

☒ Topic presented for information only (no board action required)

☐ Board review required by
____ State or federal law or regulation
____ Board of Education regulation
____ Other: _____

☐ Action requested at this meeting ☐ Action requested at future meeting: _____ (date)

Previous Review/Action:

☒ No previous board review/action

☐ Previous review/action
date _____
action _____

Background Information: Funding is appropriated by the General Assembly to the public television stations to provide programming and services that support teaching and learning in Virginia's public schools. The Instructional Telecommunications Services Contract outlines procedures for distributing these funds to the public television stations and specifies the categories of services and their related allocations. The programming and services are determined by the public television stations in collaboration with the Regional Services Contracting and Planning Committees.

Summary of Major Elements: *An Overview of the Instructional Telecommunications Services Contract* provides information on the components of the Instructional Telecommunications Services Contract and describes the roles and responsibilities of the Regional Services Contracting and Planning Committee. The directors of instruction from the public television stations will provide a brief summary of the unique services that are provided to the school divisions they serve.

Superintendent's Recommendation: The Superintendent of Public Instruction recommends that the Board of Education receive the report.

Impact on Resources: This responsibility can be absorbed by the agency's existing resources at this time. If the agency is required to absorb additional responsibilities related to this activity, other services may be impacted.

Timetable for Further Review/Action: N/A

ITS Contract

An Overview of the Instructional Telecommunications Services Contract

This overview identifies the components of the Instructional Telecommunications Services Contract (ITS Contract) and describes the role and responsibilities of the Regional Services Contracting and Planning Committee, known as the RSCPC.

The ITS Contract is an agreement between the Commonwealth of Virginia and each of the five Virginia public television stations.

The Virginia Public Broadcasting Board, Secretary of Administration, and Virginia Department of Education administer the contract on behalf of the Commonwealth.

The Instructional Telecommunications Contract consists of five documents:

- The signed contract form outlines those entities entering into the agreement and lists the documents in order of precedence that make up the Contract Documents. This section of the ITS Contract contains the signatures of the Secretary of Administration, the Chair of the Virginia Public Broadcasting Board, the Superintendent of Public Instruction, and the general manager for the public television station named on the signed contract form.
- Part A of the ITS Contract outlines the general terms and conditions related to contracted services that are purchased with ITS Contract funds.
- Part B is the Annexed Special Terms and Conditions for Instructional Telecommunications Services. This document defines all services, capacities, and products that may be provided through contractual arrangements with the public television stations. Conditions under which these services are provided and delivered are outlined in this section as well.
- The fourth document is the annexed memorandum of requested services from the Department of Education. Generally, requested services include such items as broadcast hours reserved for public affairs programming, special school related programming, and satellite feeds of video news releases. Requests for training or consulting services by the educational services staff at the public television station may also be part of this memorandum of requested services.
- The final document is the Annexed Work and Payment Schedule. This document is developed by the public television station in collaboration with the Regional Schools Contracting and Planning Committee (RSCPC) and reflects the categories of services outlined in the Annexed Special Terms and Conditions for Telecommunications Services.

Special Terms and Conditions Outlined in the ITS Contract

Broadcast Transmission refers to the total number of hours of television program broadcast transmission time. Over time with the development of newer technologies, this category has been used to account for less traditional means of delivering programming. Regardless of the means of delivery, the transmission of programs must be consistent with the recommendations that have been approved by the RSCPC and the Department of Education.

Program Series Acquisition includes the purchase of licensing for programs that have been approved by the RSCPC and the Department of Education. The cost of the programming may not exceed the amount specified in the approved Work and Payment Schedule.

Program Production Services: From time to time regional and state needs may require that a station prepare and produce a program and related instructional materials. Such programming requires the involvement and approval of the RSCPC and the Virginia Department of Education.

ITV Staff and Program Costs must be justified through documented time sheets that are maintained by the public television station. Educational services staff are required to report monthly on activities related to the implementation of the Work and Payment Schedule.

Technical Services, when provided, include the total expert man-hours provided for the skilled execution of the various technical inventory, planning, field survey, advisory, servicing and service evaluation tasks which may be requested by LEAs.

Resource and Print Materials (including printed support elements to be executed, acquired, and delivered by the Entity as requested by DOE and/or the RSCPC) are delivered by the Entity to schools and the Department of Education at the levels described in the Work and Payment Schedule.

Program Recording, Duplication, and Distribution Services provides for the recording and duplication of resources as specified in the Work and Payment Schedule.

ITV Staff Professional Development and Conferences refers to needed attendance by the educational services staff at specified professional development activities that will facilitate improved and expanded services provided to school divisions.

Teacher Training Programs and Support has increased each year as the technology training needs of school divisions have grown. Activities in this category would include teacher training programs and related support materials for activities outside of the delivery of instructional broadcast programming. Such activities should support the advancement of technology integration in the K-12 classroom and the Virginia Standards of Learning (SOL). The RSCPC must direct the planning and content of such training programs.

Departmental Operating Expenses includes operating expenses for the delivery of services and programs that are not specifically covered by the categories 1-9 of the Work and Payment Schedule. Such items as small cameras, VCRs, laptop computers, and instruction/presentation devices might be included in this category. All items must be deemed essential by the RSCPC to the delivery of services.

Payment Process

The Commonwealth pays the public television station the total contract price indicated in the Schedule for requested units of service, capacity or product satisfactorily delivered.

The first payment of 50% of the total is paid as soon as practicable in the fiscal year as state accounting procedure will permit. This payment is usually made by July 15.

No payments are made until the Commonwealth has received the required certification statement.

The remaining 50% is prorated on the basis of 11 monthly payments throughout the remainder of the fiscal year. Prior to each monthly payment, the public television station submits a Monthly Contract Statement that is reviewed by the Virginia Department of Education.

RSCPC Duties

The Regional Schools Contracting and Planning Committee or RSCPC serves a liaison role.

This committee provides a unique opportunity for school divisions to have input into services that are provided by the public television stations. Recommendations from the RSCPC guide the public television

station in determining regional needs for services and resources that support student achievement and mastery of Virginia's SOL. RSCPCs support the use of telecommunications and other instructional technologies by identifying services and by publicizing available services. The local RSCPC also plans with the public television station to identify budgetary needs.

Membership in the RSCPC consists of a representative from each school division served by the public television station. By default the representative is the division superintendent. The superintendent may choose to identify another staff member to serve on the RSCPC. Additionally, there is one voting member from the Virginia Department of Education and the public television station respectively.

The role and duties of a RSCPC representative

The RSCPC member is the voice of the school division and serves as a liaison between the division superintendent, the RSCPC, and the public television station.

The RSCPC representative is a conduit of information about services and resources, paid for by the Commonwealth of Virginia and available without charge to public schools.

As part of the ITS Contract process, RSCPC representatives must be involved in identifying and prioritizing needs in order to be prepared to approve the program and services recommendations that become part of the Work and Payment Schedule for the station. Part of this process involves a program preview and review process.

The overall review and planning process is a vital function of the RSCPC. Evaluating current services, conducting needs assessments, and developing a strategic plan to meet identified needs is one of the most important roles of the RSCPC representative.

Contract Process Timeline

- RSCPC representatives are involved with the review and evaluation process from September through December. During this time it is important for representatives to establish local needs for services and programming and to make those needs known during the planning process.
- The RSCPC focuses on prioritizing the list of services and resources during January and February.
- In March, the request for services is finalized, and a Work and Payment Schedule is developed.
- Each station provides the Department of Education with a signed copy of the final Work and Payment Schedule which then becomes part of the ITS Contract.
- In May, the Virginia Public Broadcasting Board reviews the five ITS Contracts, and all required entities sign the contract document.
- By the end of June, the contracts are executed so that the first payment can be made in July.